



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Introductory Period Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

Staff

Faculty

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) shall make every effort to ensure that its hiring procedures serve the purpose of recruiting the best employees for each vacant position. However, KSU acknowledges that it is impossible to accurately predict performance. The introductory period for new employees gives an employee and KSU sufficient time to determine if the employment relationship will work out to the benefit of both parties.

DEFINITIONS:**Introductory Period**

An employee's introductory period is the 90-day period following his or her first day of employment.

CONSIDERATIONS:

- **At-Will Employment:** At all times during the introductory period, KSU or the employee may terminate the employment relationship with or without cause, as the employment relationship is at all times considered

to be at will. Completion of the introductory period does not change the at-will nature of the employment relationship.

- **Holidays:** Employees will be entitled to receive paid time off on all KSU holidays. However, holidays automatically extend the introductory period.
- **Paid Time Off:** Employees in their introductory periods accrue paid vacation time, but cannot use such time until the completion of their introductory periods. Employees may, however, take unpaid leave upon approval by their supervisors'. Employees are entitled to take paid sick leave at any time, so long as they have accrued sufficient time to cover their absences. If sufficient sick leave is not available, an employee will be granted leave without pay. Any absences automatically extend the introductory period.
- **Rehire:** Employees who are rehired by KSU are subject to a new introductory period.
- **Transfer to Another Position:** An employee must remain in a position for at least six (6) months before he or she may voluntarily transfer to another position within KSU; thereafter, he or she will become subject to another introductory period.

PROCESS:

- During the first 30 days of the introductory period, an employee's supervisor shall provide the employee with a copy of the employee's job description and orient him or her to the position. The supervisor shall then establish written performance expectations and goals for the employee while he or she is in the position and identify criteria to be used to assess the employee's performance.
- Throughout the introductory period, an employee's supervisor shall meet regularly with the employee to discuss the employee's performance and provide constructive feedback regarding whether the employee is meeting expectations or whether additional training is needed. The supervisor's feedback shall be recorded in writing.
- Prior to the conclusion of the introductory period, an employee's supervisor shall determine if the employee's performance warrants continued employment in the position. The supervisor's determination shall be recorded in writing, and he or she shall send written notice to the Office of Human Resources (HR).
- If an employee's performance is satisfactory by the conclusion of the introductory period, his or her supervisor shall advise HR in writing. HR shall then notify the employee that he or she has completed the introductory period and that he or she is now permitted to use accrued vacation leave.
- If an employee's performance is not satisfactory by the conclusion of the introductory period, his or her supervisor must contact HR and take appropriate action. After consulting with HR, the supervisor may take one of the following actions:
 - **Extend the Introductory Period by Up to 90 Days.** If an employee shows potential but has not performed satisfactorily, his or her supervisor may, upon discussion with HR, extend the introductory period by up to 90 days. HR shall send the employee written notice that his or her introductory period is being extended and advise him or her that another evaluation will be conducted prior to the conclusion of the period. The employee's supervisor shall then work with the employee to establish new performance goals and address the employee's deficiencies.

The supervisor shall record all goals and performance expectations in writing. During the extended introductory period, the supervisor should meet with the employee to review the employee's performance.

Prior to the conclusion of the extended introductory period, the supervisor must conduct a final evaluation of the employee and notify HR of his or her determination in writing. If an employee's performance is satisfactory by the conclusion of the extended introductory period, his or her supervisor shall advise HR in writing. HR will then notify the employee that he or she has completed the introductory period and that he or she is now permitted to take accrued vacation leave. If the employee's performance is not satisfactory, the supervisor must recommend termination of employment to HR.

- **Termination of Employment.** If the employee demonstrates significant performance issues during the introductory period and is not likely to improve, his or her supervisor may recommend termination to HR. The supervisor, HR, and a member of the Office of General Counsel shall then meet to discuss the employee's performance and determine whether termination is appropriate. If termination is deemed appropriate, HR shall draft a letter of termination, and the supervisor and an HR employee shall meet with the employee to discuss termination of his or her employment.

RELATED POLICIES:

Promotion and Transfer Policy

Recruitment and Hiring Policy
